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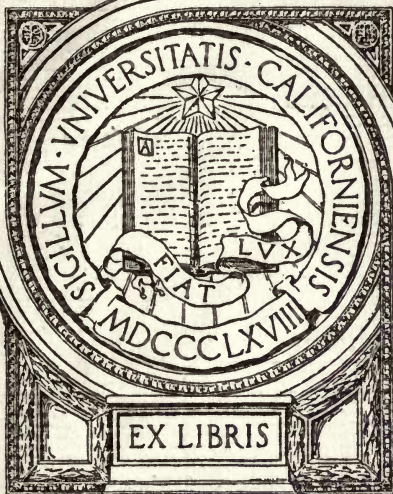
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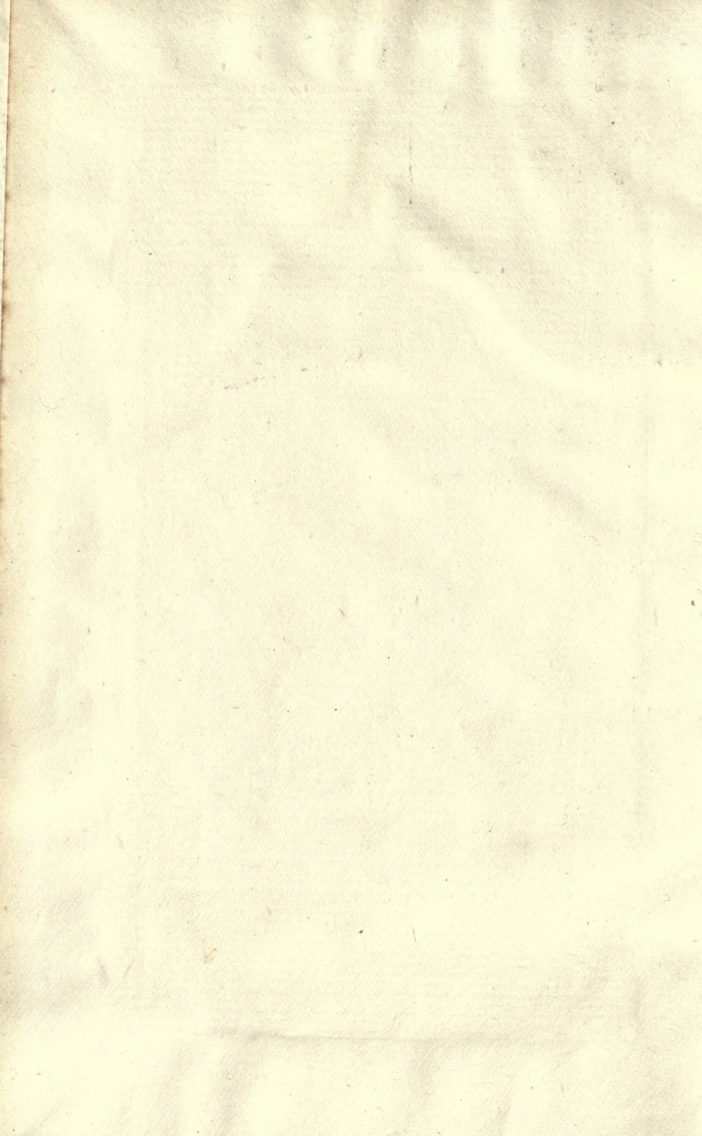
GREENWICH DISTRICT
BOARD OF WORKS.



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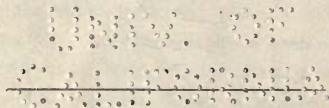
OF

THE BOARD OF WORKS

FOR THE

GREENWICH DISTRICT.

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LONDON :

LETTS, SON & CO. LIMITED,

1876.

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Charles Atwood Kefoid

BYE-LAWS

OF THE

Board of Works for the Greenwich District.

BUSINESS OF THE BOARD.

1. The ordinary meetings of the District Board shall be held at the Board Room every alternate Wednesday Evening, at 7 o'clock precisely.

2. A Special Meeting of the Board shall be called, upon a requisition stating the object of such Meeting, and signed by any five members of the Board; such Special Meeting shall be held at the usual hour in the Evening, and if any ordinary Meeting be convened for the same time and place, the business of such Special Meeting shall have precedence of such ordinary Meeting. The business for which such Special Meeting is called shall be stated fully in the summons, and no other business than that so stated shall be entertained until the business of the Special Meeting is concluded.

3. Every Member of the Board shall be summoned by the Clerk to attend at each Meeting of the Board; such summons, with all notices of motions, and other special business, shall be printed or written, and the Clerk shall post or cause the same to be delivered to every Member at least two clear days before the

day of Meeting; and in all cases in which in any Report of a Committee, intended to be laid before the Board, it shall be proposed to incur any expense exceeding £10, the purport of such proposition, and the amount proposed to be expended, shall be stated in the summons to each Member.

4. The Clerk shall prepare an Agenda of the business to be transacted at each Meeting, to be laid before the Chairman previous to the commencement of business; and at ordinary Meetings such Agenda shall be in the following order: viz.—

- a. After election of Chairman, minutes of former meeting to be read and signed.
- b. Reports of Committees.
- c. Ditto of Officers.
- d. Motions of which notice has been given.
- e. Letters, &c.

5. The chair shall invariably be taken, and business proceeded with, not later than five minutes past the hour fixed for each Meeting of the Board.

6. In case the Board determine to appoint a Chairman of their meetings from year to year, it shall not be competent for any member at any subsequent meeting during such year, to propose any other member as Chairman, except by giving notice of his intention so to do at the next previous meeting; but if the Chairman so appointed by the Board be absent at five minutes past the time for which any meeting is summoned, a Chairman shall be chosen from among the members present.

7. Every member of the Board shall, before taking part in the business of any meeting of the Board, sign his name in a book to be provided for that purpose, to be called the "Attendance Book."

8. The minutes of the proceedings of the last meeting of the Board shall be read at the commencement of every succeeding meeting, in order that if there be any mistake, omission, or inaccuracy therein, the same may be rectified; and if at any time it appear to any member that the minutes have been incorrectly recorded, the subject shall be taken into consideration prior to the meeting proceeding to any other business.

9. No additional officer shall be appointed, and no officer shall be dismissed by the Board, without special notice thereof being given in the summons for the meeting at which such appointment, or dismissal, is to be proposed.

10. No business shall be entertained at any meeting of which previous notice shall not have been given, except communications from the Metropolitan Board of Works, Reports from Committees, or Officers of the Board, or notices to the District Board requiring immediate attention. All notices of motion must be in writing, signed by the member giving such notice, and shall be handed to the Clerk five days, at least, before the day of meeting at which the motion is intended to be discussed, so that a written or printed notice thereof may be sent to each member in the summons convening such meeting.

11. No member shall speak more than once on the same question, except in explanation, and such explanation shall be strictly confined to the clearing up of something which has been misunderstood. The privilege of reply shall be restricted to the mover of the original resolution.

12. No question or amendment shall be proposed at any meeting of the Board, which is the same in substance as any question which, during the same sitting of the Board, shall have been resolved in the affirmative, or negative.

13. No resolution or amendment shall be put from the chair unless the same be reduced to writing, and seconded.

14. On questions without motion being put to Officers of the Board, no discussion thereon shall be allowed ; and members of the Board are to keep within the limits of their question, and are not to be permitted to argue, or make observations on the subject or merits thereof.

15. On all questions of order at meetings of the Board, or of any Committee, the decision of the Chairman of the meeting shall be final.

16. No petitioner or memorialist shall be permitted to address the Board.

17. All notices from builders and others shall be referred by the Clerk to the officer whose duty is involved therein, for him to report thereon to the next meeting of the Board.

18. All reports from officers shall be delivered to the Clerk at least three hours before the meetings of the Board.

19. At each ordinary meeting a summary statement of the payments and receipts since the last meeting shall be laid before the Board, signed by the Accountant.

20. All orders on the Treasurer of the Board for payment of money shall be prepared by the Accountant and laid before the Board, and shall be signed by the Chairman and two other members of the Board, and countersigned by the Clerk and by the Accountant.

21. All letters ordered by the Board to be written, shall be written and forwarded to their destination within three days after the meeting at which they shall be ordered to be so written,

and such letters shall be entered in a book, called the "Letter Book," and such book shall be laid on the Board-room table at each ordinary meeting.

22. The Common Seal of the Board shall not be affixed to any document whatever except in the presence of the Board, and such seal shall remain in the custody of the Clerk.

23. At the first ordinary meeting of the Board, after the first Wednesday in June in each year, three distinct Committees shall be appointed for examining, inquiring, and reporting to the Board upon the several matters referred to them from time to time, that is to say :—

One such Committee for the Parish of Greenwich, to be formed of the members elected by that parish to the District Board ; one other such Committee for the Parish of St. Nicholas, Deptford, formed of the members elected by that parish ; and one other such Committee for the Parish of St. Paul, Deptford, including Hatcham, to consist of the members elected by that parish.

24. Such Committees shall have power to appoint Sub-Committees from among themselves, to represent the several wards of the respective parishes : such Sub-Committees shall report to their respective Committees, but shall not have power to report on any matter to the Board.

25. At the same first ordinary meeting of the Board, a Committee shall also be appointed, to consist of five members from the Parish of Greenwich, five from St. Paul, Deptford, including Hatcham, and three from St. Nicholas, Deptford, whose duty it shall be to enquire into all matters of finance, audit accounts, and to report from time to time to the Board.

26. The Chairman of the Board for the year, and the member representing the Board at the Metropolitan Board of Works, shall be members of all such Committees; and the Chairman of the Board shall be *ex-officio* Chairman of all Committees at which he may be present.

27. In all such Committees it shall be competent for the Chairman to give a casting vote, in addition to his vote as a member of the Committee.

28. The proceedings of every standing Committee of the Board shall be entered in separate Minute Books, to be provided and kept for that purpose.

29. The Annual Ballot for the Auditors of the Board shall be on the first ordinary meeting of the Board in the month of April in each year.

30. A list of the members of the Board, and of the several officers, with their respective addresses, and the time for which they are elected, shall be printed and suspended in a frame in the Board-room.

31. No person who has been a member of the Board shall be eligible for any office in the gift or under the appointment of the Board, until three months after such person shall have ceased to be a member.

32. No father or son of any member of the Board, nor the partner of any father or son of any member of the Board, shall be capable of becoming a candidate for any office or situation in the gift or appointment of the Board, or of entering into any contract with, or doing any kind of work, directly or indirectly, for the Board. (See also Section 54 of the Act 18 and 19 Vic., cap. 120.)

OFFICERS.

33. All officers elected by the Board shall be elected annually, unless removed by the Board under the provisions of the Act.

34. The annual election of the officers of the Board shall be on the first ordinary meeting of the Board, after the first Wednesday in the month of June in each year.

35. The Medical Officer of Health shall render to the Board a Report monthly, on the first ordinary meeting of the Board in each month; and a Report annually, on the last ordinary meeting of the Board in the month of May; which last-mentioned Report shall be printed and circulated amongst the members of the Board.

36. The Clerk shall at the first ordinary meeting of the Board in every month, make a return of all cases in which the Board shall have ordered proceedings to be taken against persons offending against the provisions of the Act, or not complying with the directions and regulations of the Board.

37. The Clerk shall prepare the Annual Report of the proceedings of the Board, and such Report and an abstract of accounts, to be prepared by the Accountant, with a statement showing the receipts and expenditure and liabilities of the Board, in relation to each parish, distinguishing moneys received on account of rates and private works, and a summary statement of all contracts entered into by the Board, shall be laid before the Board at the last ordinary meeting in the month of May, and printed and circulated among the Members.

38. The Accountant shall keep a Schedule or Register of the Furniture, Instruments, and other property of the Board, and of

all additions thereto from time to time, which Schedule or Register shall be laid by the Accountant before the Finance Committee annually, in the month of April, and be reported by such Committee to the next meeting of the Board.

39. The bonds of all officers, contractors, and others, required to give security, shall be inspected once in every year, by the Finance Committee, who shall report thereon at the first ordinary meeting of the Board, in the month of July in each year.

40. All books, required by the 61st section of the "Metropolis Local Management Act" to be open for examination and inspection at all reasonable times, as therein mentioned, shall be open for that purpose daily, except Sundays, &c., from 10 to 12 o'clock.

WORKS.

41. No work shall be done, or expenditure incurred, except on the express order or by the special authorization of the Board, as recorded in the Minute Book.

42. A "Works Book" shall be kept by the Road Surveyor, in which shall be fully entered a statement of all works ordered by the Board, having a reference to his office; and a notification made therein when such works are commenced and completed.

43. Before the Board shall order the execution of any work, the cost of which shall be estimated to exceed £25, full plans and specifications, with an estimate of the cost thereof, shall be prepared, and submitted for the consideration and approval of the Board.

44. No member of the Board, unless specially authorized, shall interfere in the execution of any work ordered to be done.

45. All orders for Works and other matters directed by the Board to be done, or by any Committee duly authorized for that purpose, shall be issued by the proper officer within three days from the day such order is given.

46. The internal arrangements for the drainage of any house or building to be connected with any public sewer shall not be commenced until the works for the external drainage shall have been completed by the Board.—Sect. 73.

47. Every notice of new buildings or house drainage, required to be given under the 76th section of the Act, shall be accompanied by a proper Plan drawn to a scale of 11, 22, or 44 feet to one inch, showing the proposed drainage, the situation of the premises, and distance from the sewer ; according to which plan, if approved, or as altered previous to the Board's sanction being given thereto, the person or persons giving such notice shall be bound to carry out the work, and which Plan, so approved, shall be filed and kept with the records of the Board.

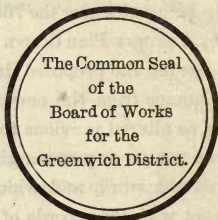
48. Such part of any private drain from any house or building as shall be under or in any street, and shall be required for branching the same into any public sewer, shall be constructed by the Board, and the expense and cost thereof be paid by the owner of such house or building.—Sect. 78.

49. On any house or building being connected with any public sewer, the cesspool, theretofore receiving the drainage of any such house or building, shall be emptied and filled up with proper dry rubbish, to the satisfaction of the Board.—Sect. 85.

50. Prior to the granting of any licence for the erection of any hoard, fence, or scaffold, the person applying for the same shall deposit at the office of the Accountant to the Board such sum of money as the Surveyor shall estimate, not exceeding 40s., as the cost of repairing and reinstating the road and pavement disturbed in erecting such hoard, fence, or scaffold, in case such road and pavement shall not be repaired by the depositor to the satisfaction of the Board ; the difference (if any) between such estimated cost and the actual cost incurred, to be returned to the depositor if the work be done by the Board ; but if the actual cost incurred by the Board be greater than the amount estimated, the difference shall be paid by the depositor on demand.—Sect. 122.

The foregoing Bye-Laws were duly made, agreed to, and confirmed at a Meeting of the Board of Works for the Greenwich District, held on the 15th day of April, 1868.

E. W. JAMES,
Clerk.



The following Sections of the "Metropolis Local Management Act" are hereto appended for general information and guidance :—

Sect. 54. "In case any member of the Board be declared bankrupt, or apply to take the benefit of any Act for relief of insolvent debtors, or compound with his creditors, or accept or hold any office under the Board, or in any manner be concerned or interested in any contract or work made with, or executed for the Board, in every case such person shall cease to be a member of the Board; provided always, that no person being a shareholder of any joint-stock company shall be disabled from continuing or acting as a member of the Board by reason of any contract between such company and the Board, or of any work executed by such company; but no such member shall vote on any question in which such company is interested; and any person who acts as a member of such Board after ceasing to be such member as aforesaid, or who being a shareholder in any such company, votes on any question in which such company is interested, shall, for every such offence, be liable to a penalty of £50, which may be recovered by any person who may sue for the same in any of the superior courts of law, with full costs of suit."

Sect. 64. "No officer or servant of the Board shall be in any wise concerned or interested in any contract or work made with or executed for the Board; and if any such officer or servant be so concerned or interested, or under colour of his office or employment

exact, take, or accept any fee or reward whatsoever, other than his proper salary, wages, or allowance, he shall be incapable of afterwards holding or continuing in any office or employment under the Board, and shall forfeit and pay the sum of £50, which may be recovered by any person, with full costs of suit, by action in any of the superior courts of law."

Sect. 75. "It shall not be lawful to erect any house or other building in this district, or to rebuild any house or building within the district, which has been pulled down to, or below, the ground-floor; or to occupy any house or building so newly-built or rebuilt, unless a drain and such branches thereto, and other connected works and apparatus, and water-supply (as mentioned in the Act), be constructed and provided to the satisfaction of the Surveyor of the Board, of such materials, of such size, at such level, and with such fall, as the Board or their Surveyor may direct, so that the same shall be available for the drainage of the lowest floor of such house or building, and of its several floors or stories; also of its areas, water-closets, privies, and offices (if any); which drain shall lead from such house or building to the sewer already made or intended to be constructed near thereto, as the Board shall direct or appoint; or if there be no such sewer existing or intended to be constructed within 100 feet of any part of the intended site of such house or building, then to such covered cesspool or other place, not being under any dwelling-house, as the Board shall direct: and whenever any house or building is rebuilt as aforesaid, the level of the lowest floor of such house or building shall be raised sufficiently to allow of the construction of such a drain and such branches thereto, and other works and apparatus as are hereinbefore required, and for that purpose the levels shall be taken and determined under the direction of the Board."

Sect. 122—"No hoard, fence, or scaffold shall be erected or set up in any street within the district, for any purpose whatever, nor any posts, bars, rails, boards, or other things by way of inclosure, for the purpose of making mortar, or depositing bricks, lime, rubbish, or other materials, without a licence, in writing, first had and obtained from the Clerk or Surveyor of the Board. Every such licence to state the place where, and the purpose for which such hoard, fence, scaffold, or inclosure, is to be set up or made, and the size thereof, and the time for which it is to be permitted to continue."



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